



## Welcome

Volume 3, Issue 6 January 2008

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If you have any questions or comments, please email us at [Newsletter@AlaCourt.gov](mailto:Newsletter@AlaCourt.gov)

### eSwear Deployment Completed



Stephanie Brown, of AOC trains Montgomery County Clerk, Caroline Carr and Trooper McElvaine on vSwear

## eCitation Print Policy Changes

By Nathan Wilson, AOC Legal Division

At the most recent meeting of the Clerks' E-Citation Committee, it was determined that it was time to change the policy regarding the printing of traffic tickets. As you know, the prior policy has been that the clerk's office where the tickets are sworn would bear the responsibility of printing the tickets sworn in that county and delivering all of the out of county tickets to other clerks' offices either by mail or via the Troopers.

Effective January 1, 2008, this policy has changed. The Clerk's Office where the ticket is sworn to will no longer print the tickets at the conclusion of the eSwear session with a Trooper. The new policy will require the Clerk's Office here the ticket is filed and ultimately adjudicated to print the ticket. It will be your choice to print the tickets upon receipt via e-search or to wait to print when the traffic docket day arrives or when you receive a guilty plea/payment so that you can sign the disposition. We have notified the Department of Public Safety of this change, so the Troopers should be aware of the new policy.

AOC will continue to work on new ideas for implementation to make the traffic ticketing process even more efficient. We are excited at the recent technological developments in the ticketing process, and we look forward to improving on what has already been built.

Questions regarding this new policy can be directed to [IT Support](#).

### Just for Fun!

#### AOC Word Search Puzzle

L	D	G	H	C	R	A	E	S	E	S	D	C	X	T	O
E	A	P	P	E	L	L	A	T	E	R	I	O	G	A	I
T	S	I	L	A	I	C	E	P	S	T	R	U	O	C	Z
J	A	L	Z	E	S	H	C	I	N	O	A	R	P	B	J
S	E	L	N	E	C	I	A	R	O	E	P	T	H	W	A
V	P	A	A	X	L	G	C	I	X	I	H	S	T	T	
S	F	T	H	V	T	D	T	S	T	D	Y	O	E	O	N
A	D	D	R	O	A	S	J	N	A	A	I	U	L	E	F
P	T	C	C	O	A	U	A	A	T	R	J	S	B	S	C
K	R	E	L	C	O	P	L	R	I	R	A	E	E	V	O
W	U	C	Y	I	P	P	F	T	C	T	O	E	C	B	C
Q	O	T	D	E	Z	O	E	E	E	L	L	W	W	L	H
I	C	L	A	E	H	R	C	R	G	G	A	F	E	S	P
C	A	L	I	P	O	T	K	S	E	D	R	H	A	U	V
E	L	S	S	U	I	N	A	E	E	Z	U	I	T	F	D
D	A	C	C	E	L	I	F	A	L	A	X	J	F	E	H

Find the following hidden 'AOC' words:

ALACOURT, ALAFILE, ALAVault, ETRANSCRIPTS, EAPPELLATE, ECITATIONS, ESEARCH, VSWEAR, DIAS, DARRT, DAWC, HRDESKTOP, COURTHOUSE, COURTSPECIALIST, JUDGE, CLERK, TROOPER, CHILDSUPPORT, APPEAL, AOC

### Editors:

IT Support Team

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## AlaFile/AlaCourt has a new 'Follow-up' feature for Judges

By Jason Hodges, IT Support

Judges now have a new Follow-Up feature in their Motion Queue on the Motion Tool Bar.



This *Follow-Up* Tab allows Judges to move motions that are not going to be ruled on right away into a 'holding' place until he / she is ready to deal with them. No action from the system will be taken on anything that is transferred into this *Follow-Up* Queue. This feature allows the Judge to de-clutter the Motion Queue. From the Motion Queue, selecting the motion will show the Motion Preview on the right. Click on the **Mark for Follow-Up** button. This will remove the Motion from the Active Motion Queue to the *Follow-Up* Queue. Motions in the *Follow-Up* Queue can easily be moved back to the Active Motion Queue at anytime. To do this, click on *Follow-Up* from the Motions Tool Bar. Select the motion to be moved and click on the **Re-Activate** button to move that motion back to the Active Motions Queue.

Mark for Follow-Up

Mark for Re-Activation

## eSearch—Docket Search Enhancements

By Brenda Tadlock, IT Support

**eSearch** now has a Docket feature that allows you to locate and print tickets for a specific court date.

To access the docket feature, click on *Docket* in the upper portion of the eSearch screen. Enter in the Court Date and Courthouse and click *Search*. Pending Only shows cases not paid up to that point.

To print specific records only, check the box to the left of the ticket number. To select all showing cases, click on the square that I've circled in red to the left of **Ticket #**.

*Print All* - Prints all tickets

*Print Selected* - Prints only tickets that have a check mark to the left of the ticket number.

## New Changes in eAppellate

By Joey Hunt, IT Support

E-appellate is still being deployed across the state. Currently, 35 counties are live (25 added since May 2007). E-appellate is a time saving application with the assembling of Records on Appeal (ROA). In 2007, we saved 425,715 pages of paper and had 1,358 Records on Appeal sent to the Appellate Courts electronically averaging 113 Records on Appeal

per month. Please note two new rules in assembling the Record on Appeal:

1.) In the past, clerks have assembled the ROA in the following order: Jacket, Index, Clerk's Record, Court Reporter's Transcript, and Certificate of Completion. Recently, the Appellate Court changed the rule to put the **index at the end** of the ROA. The clerk will need to start assembling the Record on Appeal in the new order immediately, per the Appellate Court:

Jacket, Clerks Record, Court Reporter's Transcript, Certificate of Completion, then the Index.


2.) Another change in the Appellate Courts is the numbering in the top right corner. The numbering should now start on the Jacket and end with the Clerk's Record as opposed to starting on the first page of the clerk's record. Numbering the ROA should be easier.

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## PC HelpDesk



**Equipment News Flash!!!**

Do you have equipment (PC's, Printers, Scanners, etc.) that you've received that needs to be installed? Do you have a general 'How-To' question or just need assistance?

Well, Help is only an email or a Phone Call away!

Please contact Court Services IT HelpDesk at 1-866-954-9411 Option 1, then Option 1 or Email us at [PCHelp@alacourt.gov](mailto:PCHelp@alacourt.gov)

Thank you,  
Court Services IT HelpDesk

## IT Support

AlaFile ALAPAY ALAVault  
Appellate eCitations eTranscripts  
AlaCourt

**"Need Application HELP?"**

For all of your Application Questions, please contact IT Support at

[ApplicationSupport@alacourt.gov](mailto:ApplicationSupport@alacourt.gov)

For Faster Service, please include the Application you need assistance with in the Subject line.

Or call us at

1-866-954-9411 Option 1, then Option 5

## Network gets a 30% Boost!

By Jim Watkins, AOC Network Manager

On November 15th, AOC Networking staff started the evaluation of a content blocking and acceleration product known as the Bluecoat SG. After some initial testing to ensure the configuration was going to allow our business related activities to function properly, it was put into place on all the circuits running directly to the AOC. It does not currently apply to the ISD hosted connectivity which includes about 40 circuits to various locations around the state. Based on the many complaints about bandwidth usage and an impairment of our users' ability to get work done, we programmed the Bluecoat's content filtering engine to block all recreational traffic. Doing so resulted in an almost immediate effect of reducing the amount of sites that were running slow to zero. It also resulted in reclaiming 30% of the bandwidth we typically use on a daily basis.

[Click Here to access AOC Web Applications and AlaFile Online Tutorials](#)

## Technology Tip

By IT Support

### Windows Print Screen Key

The Windows Print Screen Key can be a powerful tool if you know how to use it to its full potential. The sole function of this key is to take a snapshot or picture of your computer screen and copy it to the clipboard (an invisible holding area for content that is copied). Its the same thing as if you copied something from a document and it is now on your clipboard waiting to be pasted in its final destination.

Now, how do you get to see those Screen Captures from the clipboard to your document or maybe even

Print Screen/SysRq

send them to someone? The quickest and most effective method is to open your document or email and open a new document or message then position your cursor at the beginning of the body or wherever you wish the screenshot to appear. Press **Ctrl + V** which will **PASTE** the screenshot in your open document or email.

You can now send this file to anyone via email, use it in a presentation, create your own little book of screenshots showing how to perform a specific task, etc. The possibilities are endless.

We use the Windows Print Screen Key regularly. You probably will too once you get the hang of it!

Alt + Print Screen

### Windows Alt Print Screen:

The Alt + Print Screen feature allows you to take a screenshot of the currently selected window only, not the entire screen. This allows you to target specific windows and not the entire desktop. No more cropping those screenshots to grab the content you are after!

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